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[www.pearson.com](http://www.pearson.com)

## **International centre recognition to deliver Pearson vocational qualifications**

Dear Head of Centre

I am pleased to inform you that your organisation has been granted centre recognition to deliver Pearson vocational qualifications.

Your new centre number is **90068**. Please keep a complete copy of your centre approval application form and supporting evidence so that it is available to your Standards Verifier or other Pearson contacts on request. It will also help if you quote your centre number when you contact us so that we can find your details without delay.

### **Support and help**

Your centre now has access to a wide range of support services to help you and your learners. On the next pages, you will find useful links to support you.

If you are ready to start registering learners with us, you will need to register them by using Edexcel Online Pearson's system for receiving registrations and where you will be able to claim certificates. You can find information about how to access Edexcel Online here: [Edexcel Online](#). There is more information available in the International Information Manual, available here: [Information manual](#)

If you have any questions you can contact us by using these contact details: [Contact us](#)

Please accept our best wishes for the success of your learners.

Yours sincerely,



**Sally Peacock**  
Head of Centre Management  
Quality Standards and Research  
Pearson UK

# Welcome to BTEC!

Now that you have approval to deliver our qualifications, you will find the following information useful to help you through the next steps.

Your Exams Officer, Quality Nominee, Lead Internal Verifier, Internal Verifiers and Assessors are all accountable for ensuring that the quality of the programme meets national standards. Therefore, it's important that everyone involved makes full use of the support provided.

## Explore our BTEC pages

[www.BTECinternational.com](http://www.BTECinternational.com)

This website is dedicated to our suite of BTEC qualifications. This new area is packed with information on the types of BTEC we offer and offers useful support and guidance.

You can find additional support and information through the Work-based Learning homepage.

## Information Manual

[www.edexcel.com/infomanual](http://www.edexcel.com/infomanual)

This tells you everything you need to know about the administration of Edexcel qualifications.

## Edexcel Online

[www.edexcelonline.com](http://www.edexcelonline.com)

This is the secure website primarily used for the administration of your learners and programmes. To get your username and password please call **0844 463 2535**.

## Key Documents

[www.btec.co.uk/keydocuments](http://www.btec.co.uk/keydocuments)

**Essential readings BEFORE you start delivering your BTEC programme:**

### **International BTEC Quality Assurance Handbook**

This handbook is published every summer and provides the full detail on our quality assurance processes for the coming academic year.

### **BTEC Centre Guides**

These useful guides give you an overview of how to get the most out of your BTEC programmes:

- BTEC Centre Guide to Assessment: Entry Level-Level 3
- BTEC Centre Guide to Assessment: Entry Level 4-7
- BTEC Centre Guide to Internal Verification
- BTEC Centre Guide to Managing Quality

### **Forms and Templates**

These are for use with assignments and internal verification and will help ensure you are meeting requirements.

## Assignment Checking Service

[www.btec.co.uk/assignmentchecking](http://www.btec.co.uk/assignmentchecking)

When you have written your first two assignments, send them to our **Assignment Checking Service** for feedback and advice.

## Support and Guidance [www.btec.co.uk/support](http://www.btec.co.uk/support)

For support and guidance in the planning and delivery of any BTEC programmes, use our support page to contact the right person:

### Support for delivering BTEC

- Tutors, Teachers and Heads of Department
- Exams Officers and Quality Nominees
- Your Subject Team
- International customers
- Customer pledge
- Feedback and complaints
- Find our offices

### Curriculum support

Our nationwide team of Curriculum Development Managers can help you with:

- advice, guidance and support
- curriculum and qualification updates
- policy and curriculum advice and support
- local training/network opportunities.

### Regional Quality Managers

Regional Quality Managers offer quality assurance advice and support for all vocational qualifications. You may contact your Regional Quality Manager for support with quality assurance procedures such as Lead Internal Verifier accreditation, Standards Verification and Quality Review & Development.

### Support for students and learners

Within these pages you'll find helpful advice and support including how to find an exam centre, past papers and information to help you understand your results.

## Resources and Publications [www.edexcel.com/resources](http://www.edexcel.com/resources)

We're committed to ensuring that teachers and students have a choice of resources to support their teaching and study. A range of publications, from a number of publishers, is available to support delivery and training for all Pearson qualifications, so students and teachers can select those that best suit their needs.

## Training [www.edexcel.com/training](http://www.edexcel.com/training)

Contact our training team for details of the wide range of available training courses.

## Marketing and Branding [brand@edexcel.com](mailto:brand@edexcel.com)

If you wish to use the BTEC or Pearson logo on any publicity materials or stationery, please contact [brand@edexcel.com](mailto:brand@edexcel.com) remembering to include your centre number.